	<b>Georgia Technology Authority</b>	
<b>Doc Ref Number:</b>	ENT-05-002-STD-001.01	<b>Topical Area:</b> Data Center Operations
<b>Document Type:</b>	Enterprise	<b>Page:</b> 1 of 2
<b>Title:</b>	<b>IBM Mainframe Batch Job Naming Standards</b>	
<b>Effective Date:</b>	08/08/03	<b>Revision Date:</b> 7/14/03
<b>POC for Changes:</b>	<b>GTA-IRM</b>	
<b>Synopsis:</b>	This document provides guidelines for consistent IBM mainframe batch job naming standards. These standards allow GTA-IRM to control and coordinate production and test batch jobs.	

## PURPOSE

The purpose of this standard is to establish standard naming conventions for IBM Mainframe **Production** and **Test** batch jobs to ensure that a uniform method is used by all state agencies managed by GTA-IRM.

## SCOPE

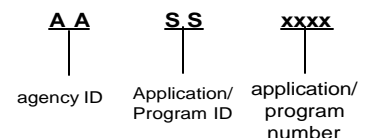
The scope of these standards applies to GTA-IRM managed computer facilities in all affected Georgia State Agencies.

## STANDARDS

1. Test batch job names must begin with an @ or \$.
2. Production batch job names are eight (8) characters in length. The batch job name contains a two (2) character prefix that is assigned by GTA-IRM. The production batch job name contains the following three components:

- Agency ID (prefix),
- Program ID, and
- Application/Program Number.

For example, **AASSxxxx**



- **Agency ID (AA)** — A prefix that identifies the agency. See the "Reference – Prefix Table" on page 2 in this document for a list of GTA-IRM predefined prefixes. The agency will assign the application/program identifier.
- **Application/Program ID (SS)** — This field identifies the agency's program/application.

For example: Department of Human Resources **HRMH** (MH = Mental Health).

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► **Note:** If the job is not related to an application, then there is no naming standard for **Application/Program ID (SS)**

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- **Application/Program Number (XXXX)** — A unique number of characters assigned to the application/program. The agency will assign the Application/Program Number.

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*For example:* Department of Human Resources HRMH0830 (0830 = application number).

3. Production batch job names shall NOT contain special characters such as, \$, #, or @.

## AUTHORITY

O.C.G.A Section 50.25-1

## IMPLEMENTING PROCEDURES

GTA-IRM will work with the agencies to develop and execute an implementation plan to convert existing batch jobs that do not conform to the naming standards outlined in this document.

## Reference – Prefix Table

The following is a table of GTA-IRM predefined agency prefixes:

Agency	Prefix
Department of Agriculture	AG
Department of Community Health	CH
Department of Human Resources	HR
Department of Human Resources – Stars	SI
Department of Human Resources – Success	DM
Department of Motor Vehicle Safety – Motor Vehicle	VT
Department of Motor Vehicle Safety – Public Safety	PS
Department of Revenue	RT
Employee's Retirement System	ER
Georgia Merit System (GMS)	ZF
GTA Financial – Billing	TM
GTA Financial – Employee Management System	ME
GTA Financial – Financial Systems	FS
GTA Financial – Payroll	Z
GTA Security	SE
GTA IRM - Operations	CC
GTA IRM - OS/390 Support Group	SG
GTA IRM - DB2 Group	DB
GTA IRM - CICS	CI
Secretary of State	SS
Teacher Retirement System	TR
Workers Compensation	WC